

OVERVIEW OF BUDGET

DEPARTMENT: PURCHASING
DIRECTOR: AURELIO W. DE LA TORRE

2002-03					
	Operating Exp/ Appropriation	Revenue	Revenue Over (Under) Exp	Local Cost	Staffing
Purchasing	1,140,594	5,000		1,135,594	19.1
Central Stores	8,451,223	9,115,000	663,777	-	15.0
Mail/Courier Services	7,608,480	7,900,000	291,520		35.0
Printing Services	2,666,312	2,800,000	133,688		18.0
TOTAL	19,866,609	19,820,000	1,088,985	1,135,594	87.1

BUDGET UNIT: PURCHASING (AAA PUR)

I. GENERAL PROGRAM STATEMENT

The Purchasing Department is responsible for the acquisition of equipment, services, and supplies used by county departments and Board-governed districts. In addition, it is responsible for the management of three internal service programs (Central Stores, Mail/Courier Services, and Printing Services) through its Internal Service Fund divisions. It also manages and arranges for the sale of county surplus property.

II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Actual 2001-02	Budget 2002-03
Total Appropriation	991,244	860,603	1,139,471	1,140,594
Total Revenue	196,433	5,000	36,225	5,000
Local Cost	794,811	855,603	1,103,246	1,135,594
Budgeted Staffing		16.0		19.1
<u>Workload Indicators</u>				
Purchase orders	2,047	2,200	1,852	2,300
Request For Payments	55,547	55,000	62,797	62,000
Requisitions	4,407	4,500	3,772	4,700
Blanket Purchase Orders	2,230	1,600	1,714	2,000
Request For Proposals	152	160	120	200

The appropriation variance between budget to actual for 2001-02 is due to a Board approved mid-year increase establishing a new Contracts Unit that required additional staffing and related expenses.

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

STAFFING CHANGES

Budgeted staffing changes includes the addition of 3.0 Staff Analyst II and 0.1 Clerk III for the establishment of the new Contracts Unit approved by the Board in 2001-02.

PROGRAM CHANGES

Appropriations have been increased to accommodate the operations of the new Contracts Unit.

PURCHASING

GROUP: Internal Services
DEPARTMENT: Purchasing
FUND: General AAA PUR

FUNCTION: General
ACTIVITY: Finance

	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
Appropriations					
Salaries and Benefits	742,385	874,244	1,099,154	-	1,099,154
Services and Supplies	354,707	127,978	175,124	-	175,124
Central Computer	12,439	12,439	14,926	-	14,926
Other Charges	2,657	3,930	3,930	(95)	3,835
Equipment	27,283	33,464	38,912	18,853	57,765
Total Exp Authority	1,139,471	1,052,055	1,332,046	18,758	1,350,804
Less: Reimbursements	-	(191,452)	(191,452)	(18,758)	(210,210)
Total Appropriation	1,139,471	860,603	1,140,594	-	1,140,594
Revenue					
State Aid	87				
Other Revenue	36,138	5,000	5,000	-	5,000
Total Revenue	36,225	5,000	5,000	-	5,000
Local Cost	1,103,246	855,603	1,135,594	-	1,135,594
Budgeted Staffing		16.0	19.1		19.1

Total Changes in Board Approved Base Budget		
Salaries and Benefits	31,910	MOU, retirement increases, and 2% budget reduction.
	193,000	New contract unit of 3.0 Staff Analyst II and 0.1 Clerk III.
	224,910	
Services and Supplies	3,146	Inflation, risk management liabilities, and EHAP.
	44,000	Contract unit supplies.
	47,146	
Central Computer	2,487	
Equipment	5,448	
Total Appropriation Change	279,991	
Total Revenue Change	-	
Total Local Cost Change	279,991	
Total 2001-02 Appropriation	860,603	
Total 2001-02 Revenue	5,000	
Total 2001-02 Local Cost	855,603	
Total Base Budget Appropriation	1,140,594	
Total Base Budget Revenue	5,000	
Total Base Budget Local Cost	1,135,594	

Board Approved Changes to Base Budget		
Other Charges	(95)	Net decrease in interest payments.
Equipment	18,853	Increase is a result of a new department vehicle.
Reimbursements	(18,758)	Reimbursement from Printing, Mail, and Central Stores for new department vehicle.
Total Appropriations	-	
Total Revenue	-	
Local Cost	-	